

16 FEB 1984

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

FROM:

[Redacted]

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Chief, Career Management Staff, DDA

SUBJECT:

DDA Career Development Committee [Redacted]

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1. A task force composed of career management representatives from each of your Offices was formed in 1983 to address a number of issues of common concern. It proved to be a useful forum to consider career development proposals that have Directorate-wide impact. In recognition of the continuing value of such a group, the DDA has approved the establishment of the DDA Career Development Committee.

2. The initial task of the Committee will be to help implement the Administration Career Trainee program (ACT). Attached is an agenda for the first meeting which is scheduled for 27 February 1984. It is requested that you designate a committee member to serve as your representative, provide the agenda to that individual and ask that he or she contact me. [Redacted]

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Attachments:

Agenda  
Professional Orientation  
Course/DDA - Proposal  
Career Training Program/  
General Guidelines for  
the Field Recruiter

DOWNGRADE TO UNCLASSIFIED  
WHEN SEPARATED FROM ATTACHMENTS

C O N F I D E N T I A L

## DDA CAREER DEVELOPMENT COMMITTEE MEETING

MONDAY, 27 FEBRUARY 1984, 10-12 a.m.

DDA CONFERENCE ROOM 7D-32  
HQS.BACKGROUND

The DDA has approved establishment of the Administration Career Trainee Program (ACT). Implementation of ACT will require the coordinated input of all DDA Offices. This committee will contribute by providing information on the program to the members, considering recommendations, and obtaining consensus on key issues wherever possible. [ ]

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A copy of the attached ACT memorandum was sent to OMS/Psychological Services Division (PSD). I then met with [ ] of PSD and discussed our plans. [ ] emphasized that their assessments give considerable attention to screening out problems regardless of where they might work. With regard to intellectual capabilities, they are looking for individuals who are generally competitive with Agency professional norms which are higher than those found in the total population. These non-specific areas are probably the strongest suit of the assessments. As you move from general employment qualification for the Agency to Directorate, Office, and specific job characteristics, the task becomes more difficult. [ ] believes that his staff has sufficient information available to form an assessment profile which would meet the requirement of identifying candidates who have the potential to be successful Career Trainees for the various DDA career disciplines. They would, of course, welcome any information we could provide on the characteristics and attributes of individuals whom we believe are most likely to succeed in specific jobs. [ ] has agreed to meet with us to describe briefly what PSD is doing in CT assessment and to invite any input we may have regarding what we are looking for in the DDA [ ]

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[ ] OTE, has been working on what we originally called the Support Training Module and what is now titled the Professional Orientation Course for the Directorate of Administration (POC/DA). Attached is a copy of the first course proposal which was drafted in October 1983. The primary intent is to provide a four week program of intensive support-related training to new DDA employees and internal candidates who participate in ACT. It is recognized that the

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course might also prove valuable to other high potential DDA junior officers who could not be spared for the full ACT program but who would benefit from this type of training. [ ] will give us a progress report on the second draft of the POC/DA course proposal. [ ]

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Early in FY 1984 we advised the Office of Personnel (OP) that DDA projected a need for [ ] Career Trainees for the year. While we cannot expect to reach that goal, I am assured by OP that the recruiters are aware of our interest in CT's and that files will be referred to us.

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[ ] OP, provided the attached general guidelines for CT recruitment which were recently compiled by the CT Staff. Those Offices that are not included should begin work on a supplement to describe the guidelines and how we could simplify preservation of the key factors in the profile of a successful DDA CT candidate. [ ]

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One of the early decisions that will have to be made is the number and type of interim assignments to be included in ACT. The interim assignments normally last three months and it is considered desirable to provide two or three. It has been suggested that all CT's, regardless of Directorate, spend one interim in the DDO working on a desk. We need to discuss the value of such an interim for DDA CT's.

[ ] will report briefly on the experience of the MG Subgroup with interims. [ ]

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#### AGENDA

1. Assessment profile for ACT
2. Professional Orientation Course for DDA
3. ACT Recruitment Profile [ ]
4. Interim Assignments

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